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OIT 0296-87

3 JUN 1987

MEMORANDUM FOR: Director of Training and Education

VIA: Deputy Director for Administration

FROM: Edward J. Maloney  
Director, Office of Information Technology

SUBJECT: Full-Time Academic Training [REDACTED]

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1. ACTION

We request that one full-time academic year of undergraduate-level training be approved for [REDACTED] under the sponsorship of the Office of Information Technology (OIT) Fellowship Program. If approved, this training would take place at Marymount University in Arlington, Virginia, from 1 September 1987 to 30 July 1988. The focus of study would be in Personnel Management.

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2. BACKGROUND

a. [REDACTED] is currently a shift supervisor in the Data Base Control Branch, Operations Group (DBC/B/OG) of OIT. She oversees the operation of GIMS Systems, CAMS2 System, Message Processing System, AIM System, SAFE System, and IDMS/R Systems. She supervises a team of five Data Base Management Specialists.

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b. [REDACTED] joined the Central Intelligence Agency on 24 June 1979 as a clerk-stenographer, assigned as branch secretary for the [REDACTED] Africa Division of the DO. In July 1980, [REDACTED] took a one year assignment to serve as one of four clerk-stenographers in the [REDACTED] for the Office of Security. In January 1982 [REDACTED] transferred from the Office of Security to become the Division Secretary to the Production Division of the Office of Data Processing. She enrolled in evening classes at George Mason University and the Agency's Off-Campus program with the University of Virginia.

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## C O N F I D E N T I A L

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c. In April 1983 she transferred from Production Division Secretary to the Data Base Control Center (DBCC) as a Data Base Management Specialist (DBMS). She demonstrated a very high aptitude for grasping the many complicated duties required of a DBMS. Because of her increased knowledge in the area of GIMS and CAMS2 and her self motivation, she was assigned to special activities in which her primary functions were to provide in-depth training of DBCC employees. She set up an informal DBMS operations training course.

d. In 1985 she was chosen as a shift supervisor of one of the four teams in the DBCC. In September of 1986 she requested the assignment of Production Control Specialist for the evening shift so she could attend college full time pursuing her degree in personnel management.

[REDACTED] took many Agency-sponsored technical training courses to maintain her expertise in her job.

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3. STAFF POSITION

Attached are [REDACTED] application and supporting documentation for the OIT Fellowship Program. The cost of [REDACTED] training will be a total of \$7,100.00. This amount has been included in the FY87 budget for the Office of Information Technology. [REDACTED] will be carried on an on-duty status during this academic period. She was selected for this program by the OIT Personnel Management Board.

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4. RECOMMENDATION

a. [REDACTED] has consistently received good to excellent performance ratings during her Agency service. She is a highly dedicated and motivated person to be able to pursue her college studies during the day concurrent to giving high-level performance in her evening shift job. [REDACTED] career goals are in the areas of planning, decision analysis, staffing and human resource development in OIT. Her planned curriculum will help her develop the skills necessary to support her career goals with OIT and the Agency.

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b. We recommend that you approve one academic year of full-time external training for [REDACTED]

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*for*  
Edward J. Maloney

Attachments:  
As stated

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CONCUR:

7s/ Henry P. Mahoney

Deputy Director for Administration

11 JUN 1987

Date

APPROVED:

Director of Training and Education

25 JUN 1987

Date

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